



March 1, 2010

Greetings Friends in Christ:

We are pleased to offer you the opportunity to apply for monies available from unassigned General Assembly Restricted Funds. These funds were created in past years by the gifts of individual Presbyterians, or, by small groups such as Presbyterian Women's groups. We are sending this information to all sessions, presbyteries, and synods so that they may apply to have specific funds granted to them for mission efforts that fulfill the intent of the donor. This application process is repeated on an annual basis in early March.

Specifically, enclosed are the following:

1. List of funds available (on reverse of this letter)
2. Application form

Application instructions may be viewed and downloaded from the Presbyterian Church (U.S.A.) Finance & Accounting Website at <http://www.pcusa.org/financials/unassigned-restricted-funds.htm>. That site also includes the list of unassigned funds, a Word version of the application, and a supplemental form that may be downloaded and must be completed for all requests of \$10,000 or more.

**Please read the instructions carefully before completing the application.** The application must be typed in 10-pitch or larger type, and all information must fit within the application. The application should be submitted as three 8½ x 11 sheets of paper (expanding the length of the application with a word processor is not permitted). Excess information, including brochures and photographs, will not be reviewed.

While these requirements may seem rigid, they are needed to help deal with the volume of applications received and to help control the costs involved in copying and handling applications. Thank you for taking care to observe these guidelines.

Please note that approval at the presbytery or synod level is only another step in the process and does not guarantee approval by the Restricted Funds Oversight Subcommittee. Each presbytery can only forward **one** application per fund to the synod and each synod can, in most cases, send only **one** request per fund forward. **Where the amount available for a particular fund exceeds \$150,000, a synod may forward two applications for that fund. The request(s) may not exceed the total available from the restricted fund.**

Session applications must be forwarded to the presbytery of jurisdiction by May 1, 2010, and forwarded to the synod with endorsement, if appropriate, by the presbytery by June 1, 2010. Additional timelines are provided at <http://www.pcusa.org/financials/unassigned-restricted-funds.htm>.

For questions, please contact Shelly Lewis at 1-888-728-7228, ext. 8023 or e-mail [shelly.lewis@pcusa.org](mailto:shelly.lewis@pcusa.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Ford", is positioned below the word "Sincerely,".

Alan Ford, Chair  
Restricted Funds Oversight Subcommittee

Enclosures

**GENERAL ASSEMBLY  
2010 Unassigned Funds**



These funds are available for use by all governing bodies and General Assembly entities. While there are some permanent funds that generate annual income, the amount available on this list is primarily dependent on gifts received in the past year.

<u>Fund #</u>	<u>Restriction</u>	<u>Available</u>
53536	To the Assembly's Home Missions	4,801
54120	For medical work and health care among Navajos	675
54201	For education of Native Americans	1,156
58189	Medical research where most needed <sup>1</sup>	11,284
58504	U.S. Evangelist work	527
59234	To be used in the Christian Education program of the UPCUSA <sup>1</sup>	14,481
59239	Mission program, pref. advocacy for environment & evangelism	794
59413	National missions work of UPC in USA in area of greatest need	1,132
61377	Memorial prize to pupils with best record in Bible study	1,223
<del>70047</del>	<del>Train ministers for preaching/teaching Bible, Western US area<sup>1*</sup></del>	<del>723,090</del>
70725	Establishing, maintaining, providing a home for aging people	4,719

<sup>1</sup> Applicants requesting \$10,000 or more from these funds must also complete the supplemental form, which is located at <http://www.pcusa.org/financials/unassigned-restricted-funds.htm>.

\* Grants from this fund must be used within the "Western Five" synods (Alaska-Northwest, Pacific, Rocky Mountains, Southern California & Hawaii and Southwest).

**PRESBYTERIAN CHURCH (U.S.A.)  
APPLICATION FOR USE OF RESTRICTED FUND**

In completing the application, please read the instructions, and fully answer all questions (Please Type)

Applicants will be notified of application status in October 2010

		Year 2010
Applicant:	Applicant Pin Number:	Fund Number:

Proposed Use (continued):

**Budget for Project/Program (Revenue Should Equal Expenses)**

Revenue Item	Amount	Expense Item	Amount
GA Grant Requested		Planning	
Individual Contribution(s)		Promotional Materials and Advertising	
Presbytery		Leadership Honoraria	
Synod		Leadership Travel/Housing/Meals	
Other		Other	
Tuition and Fees from Participants		Subsidies to Participants	
<b>Total Project Revenue</b>		<b>Total Project Expense</b>	

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1. To Be Completed by Requesting Governing Body or GA Entity			Year 2010
Applicant Pin Number:		Fund Number:	
Fund Restriction (as stated on General Assembly 2010 Unassigned Funds list):			
If application was made to other restricted funds for same program/project, please list fund numbers:		Requested Amount (must equal or exceed \$500):	
		\$	
Have you previously received a restricted fund grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Total Program/Project Budget (Please complete budget worksheet below):
			\$
If so, which year did you receive the restricted fund grant?	Year	<b>For Committee Use Only - Amount Granted</b>	
		\$	

Applicant (Governing Body or GA Entity):

Program/Project Contact Person:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

If applicant is a church (session), please provide the following information:

Church Membership \_\_\_\_\_

2009 Operating Budget \$ \_\_\_\_\_

2009 Amounts Contributed to Presbytery, Synod and GA (Excluding Per Capita) \$ \_\_\_\_\_

Proposed Use: This should be responsive to Grant Application Evaluation Guidelines on page 2 in the application instructions. If proposed use is for a scholarship or church building/repair, stop [see third paragraph under "Proposed Use" on page 3 in application instructions]. Approved applications receive one-time grants in October, distributed in a lump sum. Grants must be used within two years of distribution.

- a) Short Description (one or two sentences describing the specific use of grant monies):
  
- b) Is this an ongoing program/project or a new initiative (please explain):
  
- c) Are funds being received from other sources to support this program/project? If so, what are the sources and how much?
  
- d) Background (more detailed description of program/project, and please indicate partnership with other governing bodies):

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Applicant:	Applicant Pin Number:	Fund Number:	<b>Year 2010</b>
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2. Presbytery Comment(s)

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3. Synod Comment(s)

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4. Required Signatures

Governing Bodies

Clerk of Session	Church Name	Signature	Date
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Presbytery Representative	Presbytery Name and Address	Signature	Date
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Synod Representative	Synod Name and Address	Signature	Date
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General Assembly Mission Council Entity

Division Director (GAMC Only)	Signature	Date
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Executive Director/President/Stated Clerk	Signature	Date
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